

REPORTS INVENTORY				CONTROL NO.
PREPARE IN DUPLICATE				DDS/OC-007
1. TITLE OF REPORT (if a fill-in report include Form No.) Review of OC-OPI Forms				2. TYPE OF REPORT
				STATISTICAL
				NARRATIVE
				<input checked="" type="checkbox"/> XX MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		COMMUNICATIONS
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
1	Annually		1	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
	YES	IF YES GIVE ADP PROCESSING NO.	OC Order 70.2	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-RMS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X
GS-06	\$3.62	X	1	=	\$3.62	X
						TIMES PREPARED
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report is required in order to keep up to date, the forms OC-Admin uses. Report enables component to check records and see if form is still necessary or could be discontinued

14. FUTURE GOALS			
GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS
XXX	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS
	CHANGE		DOLLARS
	DISCONTINUE		STA
15. DATE OF INVENTORY		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
6 Oct 70		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090040-4	
		17. EXTENSION	